

REQUEST FOR QUALIFICATIONS

BACKGROUND/OBJECTIVE:

The Turtle Creek Valley Council of Governments (TCVCOG) was awarded a Brownfield Assessment grant for hazardous and petroleum sites by the U.S. Environmental Protection Agency (EPA). TCVCOG is working in partnership with Steel Rivers Council of Governments (SRCOG), known as the Tri-COG Collaborative (TCC) that together represent thirty nine (39) municipal governments in southeastern Allegheny County, Pennsylvania.

The funding will be used primarily to conduct Phase I and Phase II environmental site assessments on prioritized properties for which there is currently not sufficient funding to address. A key focus will be on conducting critical Phase II ESA's on key sites with development interest, which is a priority in decision-making. In addition we intend to conduct redevelopment planning activities, including PADEP voluntary cleanup program (Act 2), on additional Phase II sites as they are characterized. We will conduct an extensive program of community involvement, and provide for project/program management activities.

Therefore, only firms familiar with both U.S. EPA brownfield assessment grant protocols and PADEP voluntary cleanup program (Act 2) will be considered.

RFQ FORMAT AND INSTRUCTIONS:

This document contains the instructions governing qualifications to be submitted, the format in which qualifications are to be submitted, the materials to be submitted, and the evaluation criteria to be used by TCC. Firms who wish to be considered must provide a response in accordance with these instructions and meet all mandatory requirements. Qualification packages failing to provide complete and accurate responses as required will be considered unacceptable and will not be considered for selection. At the discretion of the TCC, the TCVCOG may negotiate with, and enter into a contract with a qualified environmental consulting firm for the performance of professional services and other work associated with the EPA assessment grants. Should the TCC determine a need, additional professional services may be procured in separate solicitation(s).

INQUIRIES AND/OR QUESTIONS:

Grant Administrator: Amanda Settelmaier, TCVCOG Executive Director

Phone: 412.858.5115

Email: asett@tcvcoq.com

MAILING ADDRESS AND CLOSING DATE FOR SUBMISSION OF QUALIFICATIONS:

TCVCOG
Attn: Amanda Settelmaier
2700 Monroeville Boulevard
Monroeville, PA 15146

Qualification packages must be received no later than 1:00pm on Friday, October 13, 2017. Sealed qualification packages must be labeled: "Response to RFQ – Brownfield Assessment Project" and include the organization's name. Qualifications received after this time and/or date will not be considered. Applicants must submit four (4) original hard copies, one (1) unbound copy, and one (1) CD or Flash Drive of the qualification package.

REJECTION OF RFQ SUBMISSIONS:

The TCVCOG reserves the right to reject any and all submissions received in response to this request. The TCVCOG is not obligated to select any firm or award a contract solely on the basis of this request or to otherwise pay for information solicited. The services requested are professional in nature and as such not subject to "lowest responsible bidder" requirements. Information received will be considered contractual in nature and will be used in validation and evaluation of qualifications and in subsequent contractual action.

RFQ SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA:

The TCC will evaluate each submission and decide whether interviews or oral discussions will be held. Points will be assigned based on the content of the qualifications submissions and any oral interviews and discussions. The available points that may be awarded are set forth within the RFQ document. The firm, which in the judgement of the TCC best matches the requested qualifications, will be selected for the purpose of negotiating the contract required for the project and must provide adequate Certificate(s) on Insurance. If a contract cannot be successfully negotiated with the selected firm, the TCC may, at its sole discretion, elect to enter negotiations with one or more of the other firms that submitted qualifications, or at its sole discretion, the TCC may elect to solicit additional qualifications from other environmental consulting firms.

Each firm's response to the RFQ must include the following:

- 1) Cover Letter with Authorized Signature – Provide a cover letter signed by the person authorized to represent the firm
- 2) Firm Information – Provide the consulting firm's legal name, form of the firm (LLC, etc), brief history of the firm (year established, etc.), mailing address, website address, and contact information for the firm's representative (including email address).
- 3) Qualifications of Firm and Personnel– Provide the qualifications of the consulting firm and its personnel, which demonstrate the appropriate level of education and knowledge that is necessary for the successful performance of all services required for the project. Include information that substantiates the professional integrity and competence of the firm and its key personnel. Provide the names and qualification of the firm's key personnel who will be assigned to the project including engineers, environmental professionals, and other professional staff members. If it is anticipated that some services would be subcontracted, provide qualifications of those subcontracted firms and its personnel. The attached Project Team Form must also be completed.
- 4) Experience of Firm and Personnel – Provide evidence that the firm, key personnel or any subcontractor assigned to this project have the ability to perform the work requested. Demonstrate that the firm's project team understands the work to be undertaken as

described in the EPA approved workplans and has the ability to comply with all federal, state, and local government agencies and regulations. Demonstrate that the firm has adequate controls in place to ensure quality work is performed by its project team and that the team has the ability to provide the required services and perform the required work in a timely manner. Provide information about experiences that the firm, key personnel or any subcontractor assigned to this project have obtained from work on similar projects or in executing similar responsibilities. Provide three examples of projects that are similar in scope to this one. Include the name of the project, a contact person, and dollar amount for each project.

- 5) Disadvantaged, Minority-owned, and/or Women-owned Business Enterprise Participation– Firms that qualify as a Disadvantaged Business Enterprise (DBE), Minority-owned Business Enterprise (MBE), and/or a Women-owned Business Enterprise (WBE) are encouraged to submit qualifications for this work. In addition, firms are highly encouraged to utilize the services of such firms where subcontracting opportunities are identified
- 6) Rate Schedule – Provide the firm’s current rate schedule including the rates for the personnel assigned to the project. Note: Rates for inclusion in a contract will be negotiated with the selected firm or firms.
- 7) References – Provide a minimum of three references with organization name, current address, contact person, title of contact, and phone number/email address of contact.

PROJECT TEAM FORM

Name of Firm: _____

Address: _____

Phone: _____

Name of Project Manager: _____

Project Manager's Email: _____

Key Professional Staff Members with titles Assigned to Project:

With the assistance of the selected firm, the coalition will complete the following tasks as more fully described in the Cooperative Agreement between the US EPA and the TCVCOG:

Task 1 - Brownfield Prioritization - The U.S. EPA Brownfield assessment funds will be utilized to expand upon our existing inventory of brownfield sites. Since we have an extensive inventory from our previous grant, we anticipate that sites with near-term redevelopment potential will be the focus of these efforts. We will expand our efforts to identify and address sites in our brownfield program area that have been impacted by past mining activities. Our municipalities and their constituents will continue to collaborate in the identification of sites that are of recognized concern to local officials, local businesses, and/or residents. Commercial and industrial real estate brokers will be contacted regarding sites that are being marketed, but which remain unsold due to known or suspected environmental issue. We will refine a support system that can be used in making decisions and in programmatic refinements. The system will be accessible to local units of government and developers in collaboration with Allegheny County.

Task 2 - Brownfield Assessments - Phase I and Phase II Environmental Site Assessments (ESAs) will be conducted on select sites as they are identified, prioritized, and determined to be eligible by U.S. EPA. We will attempt to promote businesses within the area and retain minority or woman-owned business enterprises. The site assessment work will be conducted by a qualified consultant with programmatic support provided by the TCVCOG. Phase I ESAs will meet the requirements of the All Appropriate Inquiries Final Rule or follow the standards set forth in the ASTM Standard E 1527-13 Phase I Environmental Site Assessment Process. The results of the Phase I ESAs will dictate the need for Phase II ESA services on any selected site. Phase I ESA results may also serve to indicate whether hazardous substance or petroleum funds should be accessed. Based upon our previous experience, we anticipate that we will conduct ten 8 Phase I ESAs. As previously discussed, the TCVCOG intends to focus the largest percentage of US EPA assessment funding will be focused on Phase II ESAs. Phase II ESAs will be conducted in accordance with U.S. EPA brownfield grant protocols and PADEP Act 2 requirements. All Phase II ESAs will commence with the development of a Sampling and Analysis Plan (SAP). TCVCOG has a previously-approved programmatic Quality Assurance Project Plan (QAPP) that will be reviewed and updated in line with current US EPA guidance. The QAPP will detail the field, laboratory, and data quality procedures and requirements for our program. Data validation will be conducted in accordance with the latest US EPA directive. To the extent that TCVCOG plans to enter sites into the PADEP Act 2 program, Phase II ESA reports will be designed to serve both U.S. EPA and PADEP requirements.

Task 3 - Brownfield Reuse Planning - Grant funds will be used to conduct brownfield planning activities to facilitate the development of strategies for reuse of prioritized sites that have had Phase II ESAs conducted on them. The planning component of the program will focus on the development of collaborative strategies in association with our community partners to address structural issues related to brownfield redevelopment in the context of comprehensive community revitalization. A major issue to be addressed is that some sites are generally limited in size, and do not accommodate contemporary development well. The brownfield initiative will be implemented in coordination with the regional "*Fight Blight Strategy*" which seeks to identify and evaluate blighted, abandoned, and vacant properties, including brownfields. Planning activities will include elements such as 1) Identifying potential future uses for brownfields properties, 2) Planning to the extent necessary to inform assessment and cleanup decisions, in order to stimulate economic

development upon completion of the cleanup, 3) Creation of a set of area-wide strategies which will help ensure successful assessment, cleanup and use of the brownfield site(s) within the brownfields-impacted area, 4) Development of strategies for facilitating the reuse of existing infrastructure, and 5) Determination of next steps and identifying resources needed to implement the area-wide plan.

Task 4 - Community Involvement/Outreach - Community involvement and outreach will be conducted by the TCVCOG and our partners throughout the project. This task involves activities related to community outreach including, but not limited to: 1) preparing for, attending, and participating in community meetings to obtain input; 2) reviewing various plans and recommendations; 3) planning and preparing materials for meetings; 4) creating and disseminating brochures about the brownfield program; and 5) educating and informing community groups, realtors, developers and interested parties about the benefits of brownfield redevelopment through various media outlets.

Task 5 - Program Management – Financial and performance reporting to the EPA will be the responsibility of the TCVCOG as the lead applicant. Selected project management services will be performed in-house. The TCVCOG will contract with a professional consulting firm for defined services related to the grant. Property profile forms will be completed for each property where grant funds are expended and submitted and updated on a quarterly basis. TCVCOG will prepare quarterly progress reports and annual financial reports on the program for U.S. EPA. Through attendance at conferences, TCVCOG and its coalition partners will keep current on the newest and best practices.